



STATE OF CALIFORNIA
DEPARTMENT OF WATER RESOURCES
P.O. BOX 942836
SACRAMENTO, CALIFORNIA 94236-0001



PERSONNEL SPECIALIST

This cancels and supercedes the bulletin issued April 2001.

Application form (STD 678) will be accepted on a continuous basis and will be held until an examination is scheduled. Test dates are established by the Department of Water Resources. Testing is considered continuous as dates can be set at any time and the eligible list is merged. Once examination date(s) have been established, subsequent applications received will be held until the next administration of the examination. Faxed or photocopied applications must be followed by an application with an original signature in order to be accepted into the exam. Submit applications to the Department of Water Resources, 1416 Ninth Street, Room 320, P.O. Box 942836, Sacramento, CA 94236-0001.

DO NOT SUBMIT APPLICATIONS TO THE
STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE: Range A: \$2315 - \$2814
Range B: \$2664 - \$3239
Range C: \$2757 - \$3351
Range D: \$2978 - \$3619

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B, Range C, or Range D.

Range B. This range shall apply to persons who have 12 months of satisfactory experience in the California state service performing duties of a Payroll Specialist, Range A, or a Personnel Specialist, Range A. or

May apply to persons who have two years of satisfactory experience outside of State service performing personnel/payroll duties comparable to those of a Personnel or Payroll Specialist.

Range C. This range shall apply to all persons who have 12 months of satisfactory experience in the California state service performing the duties of a Payroll Specialist, Range B, or a Personnel Specialist, Range B.

Range D. This range shall apply to all persons who have satisfactorily completed one year of experience in the California state service performing the duties of a Payroll Specialist, Range C or a Personnel Specialist, Range C

ELIGIBLE LIST INFORMATION

Names of successful competitors will be merged onto the list in order of final scores. Eligibility for new candidates will expire after 12 months, and competitors may test only once during a 12-month testing period.

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the Department of Water Resources.

NO WRITTEN TEST IS REQUIRED. The entire examination will consist of a qualifications appraisal interview.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as **"Either" I, "or" II, "or" III, etc.** For example, candidates possessing qualifying experience amounting

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to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

One year of experience in the California state service performing office duties at a level of responsibility equivalent to an Office Assistant, Range B.

Or II

Two years of office experience. [Academic education above the 12th grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business nature being equivalent to six months of experience.]

Additional Desirable Qualifications

Familiarity with automated systems.

THE POSITION

This is a multirange level class, spanning entry through advanced journey levels. Incumbents assigned to Range A perform the least difficult transactions duties. Based upon the appropriate alternate range criteria, incumbents advance to Ranges B, C, and D. Under close supervision at the entry level, and under general supervision at the journey and advanced levels, and in accordance with established procedures, incumbents are assigned progressively more complex and difficult transactions duties in a variety of personnel transactions areas. Experienced incumbents in this class may provide functional guidance to lower-level staff.

Positions exist in Sacramento.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. (COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.)

Qualifications Appraisal Interview - Weighted 100.00%

Scope:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Current office methods, procedures, equipment, and basic math principles.

B. Ability to:

1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.
2. Independently interpret and use reference material.
3. Give and follow directions.
4. Gather data.
5. Advise employees of their rights.
6. Consult with supervisors on alternative actions which they may take on various transaction situations.
7. Communicate effectively.
8. Operate a computer keyboard/terminal.
9. Establish and maintain cooperative working relations.
10. Organize and prioritize work.
11. Create/draft correspondence.
12. Maintain personnel records.

Veterans Preference Credit is not granted in promotional examinations.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY FOR ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

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KY45-1303

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SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

GENERAL INFORMATION

It is the candidate's responsibility to contact the Recruitment and Selection Services Section of the Department of Water Resources, (916) 653-6330 three days prior to the written test date if he/she has not received his/her notice.

For any examination without a written feature it is the candidate's responsibility to contact the Recruitment and Selection Services Section of the Department of Water Resources, (916) 653-6330 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance tests fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and offices of the Department of Water Resources.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Weighted Written Examinations Only: Your score on the written test will be multiplied by its stated weight and your score on the interview will be multiplied by its stated weight. Then, the two weighted scores will be added to obtain your combined score.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit in **open entrance examinations** is granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **open nonpromotional examinations** is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the Application for Veterans Preference form (SPB-1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing General Education Development (GED) Test; 2) taking the GED Test and scoring at least 35 on each of the five subtests and averaging 45 for all of the subtests; 3) completion of 12 semester units of college-level work; 4) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 5) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

DEPARTMENT OF WATER RESOURCES
P. O. Box 942836
SACRAMENTO, CA 94236-0001
(916) 653-6330
TDD: (916) 653-1804
California Relay Service: 1-800-735-2929 (TDD)
1-800-735-2922 (Voice)

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.